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OFFICE OF THE DEPUTY DIRECTOR (SUPPORT)

Introductory Statement

The Deputy Director (Support) is responsible, for the over-all administrative support of all Agency activities, also for the centralized policy establishment, planning and coordination of all support matters. Included under his direction are the comptroller, personnel, logistics, security, medical, training, communications, management, audit, and legal functions, as well as the [REDACTED]. A Special Support office provides complete support to operational elements.

The Special Support Assistant, Deputy Director (Support) has as his prime responsibility, that of ensuring complete support to the Deputy Director (Plans) for all Clandestine Services activities. To carry out this responsibility, he has, in addition to his immediate office, a Visual Aids Section.

This Staff has succeeded in meeting fully the requirements of the Clandestine Services by serving as a catalyst in stimulating and coordinating the support activities of all appropriate related components.

The long range effect of this action is to produce further economies of men, money, and materiel in the Clandestine Services activities of the Agency.

Continued effort toward the improvement of these services is being made.

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OFFICE OF DEPUTY DIRECTOR (SUPPORT)

NARRATIVE JUSTIFICATION

Executive Direction and Administrative Support

General:

This activity provides over-all direction and coordination of all Agency Support activities.

Accomplishments Fiscal Year 1960:

Achieved a broader working relationship and greater appreciation and cooperation between the various support components and all levels of operational components.

Identified general administrative personnel for future assignments to key positions in both the support and operational components, and developed training plans to further qualify them for these key positions.

Further refined policies, procedures, and responsibilities for the participation of support components in the planning and execution of operations arising from crisis situations.

Made further progress in the development of new personnel concepts designed to obtain maximum utilization of limited personnel assets.

Conducted reviews at field installations to identify and accomplish necessary administrative improvements.

Objectives Fiscal Years 1961 and 1962:

To continue to improve administration and management within the Agency to obtain maximum benefits from available assets.

To expand our capacity to support effectively all of the assigned missions of the Agency, with particular emphasis on crisis areas and unforeseen developments.

To increase the effectiveness of the Support Services generally, and at field stations specifically, by providing a broader experience base and additional training to personnel with potential executive ability.

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OFFICE OF DEPUTY DIRECTOR (SUPPORT)

NARRATIVE JUSTIFICATION (Cont'd)

Special Support (Cont'd)

Accomplishments Fiscal Year 1960:

This staff rendered special support under delegations of authority from the Deputy Director (Plans) and the Deputy Director (Support) concerning: representational allowances; approving officers; support staffing of Covert Action projects and large Covert Collection of Foreign Intelligence projects; review of administrative plans and fiscal annexes to atypical projects; recommendations to Deputy Director (Plans) for adjustments in the Plans Operating Budget; monitoring all audit reports pertaining to Plans Area activities; review and processing claims, writeoffs, travel orders, special reports, training schedules, personnel ceiling control and staffing patterns, security, medical, logistical coordination, and general Plans Area administrative direction and supervision.

This staff also: developed internal Plans Area instructions and reviewed and coordinated other regulatory material, and supervised Visual Aids Section.

This staff has resolved problems between elements of the Plans Area and between elements of the Plans and Support Areas through conferences and meetings and developed, as required, policy and procedures providing more effective coordination of Plans - Support activities.

Objectives Fiscal Years 1961 and 1962:

To continue the same activities.

Explanation of Changes in Financial Requirements Fiscal Year 1962 over Fiscal Year 1961:

The net increase in requirements for this activity results from the following:

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